

STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL  
DIVISION OF WATER RESOURCES  
GROUND WATER DISCHARGES SECTION

**Application to Obtain a Class H On-Site License**

The following information will assist you in applying for an On-Site License.

1. Applications must be received by the Department at the address below, no later than the last day of the month **with a \$40.00 non-refundable application fee per on-site license**. The completed application will be forwarded for review by the On-Site Systems Advisory Board (Board) on the first Wednesday of the next month. Applications are valid for twelve (12) months.
2. Upon application approval by the Board, written closed book examinations are given once a month, on the third Thursday of each month at 9:00 A.M. All exams are given in the Richardson and Robbins Building Auditorium, 89 Kings Highway, Dover, DE 19901. If the applicant receives a passing score on their examination (70% or better), the \$40.00 non-refundable application fee (per on-site license) will be applied to the annual \$40.00 license fee.
3. All materials required to take the exam(s) will be furnished. However, anyone taking the Class H exam should bring a calculator.
4. Applicants are required to show photo identification prior to testing. A driver's license is acceptable.
5. Anyone conducting business in the State of Delaware must have a Delaware Business License. Contact the Division of Revenue: New Castle County (302) 571-8200, Kent County (302) 744-1085 or Sussex County (302) 856-5358. Toll free for Delaware only (800) 292-7826.
6. The State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems (Regulations) are available in either the Dover or Georgetown Office for \$5.00 each. Make checks payable to the "Division of Water Resources." The Regulations are available electronically free of charge at:

<http://www.dnrec.state.de.us/water2000/Sections/GroundWat/GWDSRegulations.htm>

7. If you require any further information, please contact the On-Site Licensing Coordinator at (302) 739-9948. Other information regarding Licensing is available via the internet:

<http://www.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

***Return the original application with the application fee to:***

DNREC – Water Resources  
Ground Water Discharges Section  
Attn: On-Site Licensing Coordinator  
89 Kings Highway, Dover, DE 19901

**Definitions of Licenses**

Class H – System Inspector: The Class H license authorizes the inspection, investigation and data collection to make determinations regarding the present operational condition of on-site wastewater treatment and disposal systems.

**Requirement per the Regulations**

4.06200 With respect to Class H license the following shall constitute the Department's requirements:

- (a) Furnishes certification of training completed under the National Association of Waste Transporters (NAWT) certification, Pennsylvania Septage Management Association (PSMA) certification, Delaware Technical and Community College (DTCC) certification program or as approved by the Board.

<b>PLEASE KEEP PAGES 1 &amp; 5 FOR YOUR REFERENCE</b>
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**Applications must be typed or printed and completely filled out.**

APPLICANT INFORMATION		
Last Name	First Name	Middle Initial
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Date of Birth	Home Telephone Number	
Are you a NAWT Certified Inspector? _____ Yes       _____ No <b>CERTIFICATION MUST BE ATTACHED</b>	Are you a PSMA Certified Onlot System Inspector? _____ Yes       _____ No <b>CERTIFICATION MUST BE ATTACHED</b>	
Did you complete the DTCC Certificate Program? _____ Yes       _____ No <b>CERTIFICATION MUST BE ATTACHED</b>	Are you certified as a System Inspector through Another Program? _____ Yes       _____ No <b>CERTIFICATION &amp; COURSE DOCUMENTATION MUST BE ATTACHED</b>	
CURRENT EMPLOYMENT INFORMATION		
Company Name		Date of Employment
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Business Telephone Number	Business Fax Number	
Federal Identification Number	State of Delaware Business License Number	
County (ies) in which you do business or will do business:		
Description of Experience, Job Responsibilities and Duties (use additional pages if necessary)		

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PREVIOUS EMPLOYMENT INFORMATION													
Date of Employment	Employer												
From	Supervisor												
To	Telephone Number												
	Address, City, State, Zip												
Description of Experience, Job Responsibilities and Duties													
PREVIOUS EMPLOYMENT INFORMATION													
Date of Employment	Employer												
From	Supervisor												
To	Telephone Number												
	Address, City, State, Zip												
Description of Experience, Job Responsibilities and Duties													
MISC. APPLICANT INFORMATION													
<p>1. Number of Years Experience in:</p> <p>_____ Percolation Testing</p> <p>_____ Designing On-Site Wastewater Treatment and Disposal Systems</p> <p>_____ Construction &amp; Installation of On-Site Wastewater Treatment &amp; Disposal Systems</p> <p>_____ Waste Hauling and Pumping</p> <p>_____ Inspection of On-Site Wastewater Treatment &amp; Disposal Systems</p>													
<p>2. References: (Give the names of three (3) persons (<u>not</u> Class H licensee), who may be contacted, and who attest to your character and business integrity.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; padding: 5px;">Reference #1</th> <th style="width: 33%; padding: 5px;">Reference #2</th> <th style="width: 33%; padding: 5px;">Reference #3</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Name</td> <td style="padding: 5px;">Name</td> <td style="padding: 5px;">Name</td> </tr> <tr> <td style="padding: 5px;">Address City, St, Zip</td> <td style="padding: 5px;">Address City, St, Zip</td> <td style="padding: 5px;">Address City, St, Zip</td> </tr> <tr> <td style="padding: 5px;">Telephone #</td> <td style="padding: 5px;">Telephone #</td> <td style="padding: 5px;">Telephone #</td> </tr> </tbody> </table>		Reference #1	Reference #2	Reference #3	Name	Name	Name	Address City, St, Zip	Address City, St, Zip	Address City, St, Zip	Telephone #	Telephone #	Telephone #
Reference #1	Reference #2	Reference #3											
Name	Name	Name											
Address City, St, Zip	Address City, St, Zip	Address City, St, Zip											
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**MISC. APPLICANT INFORMATION (continued)**

3. What other on-site system license(s) do you currently hold, if any:

<input type="checkbox"/> Class A (Percolation Tester)	<input type="checkbox"/> Class E (System Contractor)
<input type="checkbox"/> Class B (Designer)	<input type="checkbox"/> Class F (Liquid Waste Hauler)
<input type="checkbox"/> Class C (Engineer)	<input type="checkbox"/> Class H (System Inspector)
<input type="checkbox"/> Class D (Site Evaluator)	<input type="checkbox"/> None

4. Have you ever had a license surrendered, denied, suspended, or revoked?

☐ Yes      If yes, give dates and reason: \_\_\_\_\_

☐ No

Have you *previously* held an on-site license?

☐ Yes      If yes, give dates: \_\_\_\_\_

☐ No

5. List any other professional licenses you currently hold:

Type of License	Lic #	Issuing Agency	Expires
1. _____	_____	_____	_____
2. _____	_____	_____	_____

6. Applications for a Class H On-Site License must include:

- An attachment listing all past or outstanding civil, administrative, or criminal proceedings instituted against the applicant (including any form of permit suspensions or revocations) for any environmental or regulatory violations over the past five (5) years, regardless of location. Include details of the violation, the proceedings, and the outcome of the proceedings **OR**
- The applicant states that he/she has not had any civil, administrative, or criminal proceedings for any environmental or regulatory violations filed against him/her over the past five (5) years. \_\_\_\_\_ (initials)

7. **I understand that I may be required to supply additional data if requested by the Board. I also understand that the Board may base its decision on activity associated with my current and/or previous licenses. \_\_\_\_\_ (initials)**

**I certify that the information contained herein is true, factual and complete, and I understand that fraudulent, erroneous or incomplete information shall render any license issued as a result of this application void. I further certify that I will conduct my duties in accordance with the State of Delaware's Regulations Governing the Design, Installation, and Operation of On-Site Wastewater Treatment and Disposal Systems. I also understand that I am required to pass an examination before a license can be issued.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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The purpose of the examinations is to test the applicant's knowledge of the sections of the Regulations, which pertain directly to the type of license for which the applicant is applying. **You must obtain a 70% or better to receive a Class H license.**

**Class H Examination**

This examination consists of 35 multiple-choice and true/false questions each worth 2 points and 15 questions relating to a drawing each worth 2 points. The questions are on information contained in **Definitions, Section 2.00000, Section 3.00000, Section 4.00000, Section 5.00000, Section 6.00000 and Exhibits.**

Typical question:

- 1) While performing an inspection, you observe that the outlet baffle is severely deteriorated. This system would be considered:
  - a) Satisfactory
  - b) Satisfactory w/ Concerns
  - c) Unsatisfactory

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